

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, November 10, 2011 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Dingman, Glass, Jacobsen, Orpe, and Chairperson Donnellan.

Absent: Commissioners Fitch and Hsiao.

Also Present: Facility Operations Manager Megerdichian, Business Manager Williams, and Engineering Manager Overstreet.

**MOTION:** Commissioner Glass moved to grant Commissioners Fitch and Hsiao excused absences for the November 10, 2011 Airport Commission meeting. Chairperson Donnellan seconded the motion; voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Orpe led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Jacobsen, seconded by Commissioner Glass, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF OCTOBER 13, 2011**

**MOTION:** Commissioner Dingman moved to approve the October 13, 2011 Commission meeting minutes as presented. Commissioner Jacobsen seconded the motion; voice vote reflected unanimous approval (absent Commissioners Fitch and Hsiao).

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS**

**6A.** Commissioner Glass relayed a Deputy City Attorney's comment that Commissioners who are not members of the Helicopter Committee are allowed to attend Helicopter Committee meetings but cannot participate in discussions.

Facility Operations Manager Megerdichian stated that he would verify the information.

**7. ACTION ITEMS**

**7D. AIRPORT SECURITY PROJECT UPDATE**

This item was taken out of order.

Facility Operations Manager Megerdichian provided an update on construction of the Airport Security Project. He introduced Engineering Manager Overstreet from Public Works Department and recognized her and her staff for updating the specifications and map in agenda materials. He provided background on the original project that was advertised for construction in 2007 and the City's decision to reject all bids and review the project funding. He noted that a portion of the project that was within budget, the perimeter fence replacement, was completed in 2009. He reported that staff determined that the original scope of work was too costly to implement and that some elements were unnecessary for normal, everyday function and security of the Airport.

He presented proposed revisions for the Airport Security Project. He stated that staff determined that it is not necessary to automate every gate, such as pedestrian gates. He noted that, since the original design, technology has become less expensive in areas such as cameras, video recording, and data retention. It was decided that it is more cost effective to install cameras at some gates that can be visually monitored rather than automating them with a wireless key card entry system. He stated that key elements of the original specifications, such as lighting and access control system at entrance points, are included in the latest version of the Project.

Referring to the map of the Airport in the material of record, Facility Operations Manager Megerdichian reviewed proposed specifications for each gate location: 1) Modify Main Tower Gate A, Hangars East Gate F, Flite Park Gate R, and GAC door D1 per the original scope of work, including electronic and electrical controls; 2) Install three CCTV cameras at Gate P, Gate 23940, and Gate O in lieu of installing automated gates and card readers; 3) Install all lighting, license plate cameras, and surveillance cameras identified in the original Scope of Work; 4) Install complete centralized electronic control system capable of monitoring all intended equipment, including the deferred equipment to be installed later; and 5) Install communication lines between Torrance Police Department and the GAC. He noted that original plans for reconfiguration of the entrance roadway and moving the gate closer to Airport Drive have been deferred.

Responding to Commissioner Orpe's inquiry, he explained that cameras are a web-based system and that Operations and Administration staff as well as Torrance Police Department would have access to it. He noted that cameras could be set to record motion and there would be 13-month retention.

Commissioner Glass inquired about the Western Museum of Flight and Facility Operations Manager Megerdichian responded that the Museum would have their own access from the road behind the Acura dealership and that visitors would not be able to wander onto the airfield from the Museum.

In response to Chairperson Donnellan's inquiry, he stated that he would check if Torrance Police Department would have "zoom in" capability, adding that it depends on the type of equipment that the City purchases.

Commissioner Glass received clarification that there are four pedestrian gates along Airport Drive that require codes and have buzz through systems.

Responding to Commissioner Jacobsen's inquiries, Facility Operations Manager Megerdichian advised that Flite Park does not have their own ramp monitoring and that there would be cameras at the corners of the East Ts to capture traffic of the perimeter of the hangar area. He further noted that there is no monitoring planned for the north perimeter fence of the Airport because there are no entry points on the north side.

He stated that staff plans to negotiate with the original consultant to review the revised project specifications, construction plans, and cost estimates. He noted that the available budget is \$902,616 and that the new scope of work including construction management and contract administration is estimated to be \$875,000, adding that they will not know the true cost until the project is put out to bid. He stated that a timeline has not been determined yet, but estimated that redesign will take up to six months.

In response to Commissioner Jacobsen's inquiry, he advised that a maintenance budget would be part of the Airport fund and that data retention would be stored at the Airport.

**8. INFORMATION ITEMS**

**8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Chairperson Donnellan noted that the following reports for November 2011 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects, November Meeting Room Schedule, Hangar Waiting List, October Events Requiring Emergency Response, and October Airfield Operations Status.

Facility Operations Manager Megerdichian distributed a revised Report #4 Hangar Waiting List to replace the one in agenda packets.

Referring to Report #2 Ongoing Projects, he reported that award of contract to A-1 All American Roofing was approved by City Council on October 18, 2011 and that work began this week, with estimated completion in 10 to 13 days.

Responding to Chairperson Donnellan's inquiry, Business Manager Williams stated that rental fees for the Airport Meeting Room range from \$11.46 to \$42.70 per hour.

**8B. LAND MANAGEMENT REPORT – AERONAUTICAL – None.**

**8C. NOISE ABATEMENT QUARTERLY REPORT – None.**

**9. ORAL COMMUNICATIONS #2**

**9A.** Commissioner Jacobsen discussed the successful "Lights, Camera, Action!" Centennial event at Wilson Park and it was mentioned that photographs have been posted online.

**9B.** Commissioner Orpe recognized veterans and active service members in honor of Veterans Day.

**9C.** Facility Operations Manager Megerdichian asked Commissioners to consider meeting on December 8, 2011 or going dark and adjourning to January 12, 2012.

**9D.** Facility Operations Manager Megerdichian stated that he attended a Safety Risk Management panel with the FAA on November 10, 2011 regarding the tower modernization. He stated that the mobile tower will arrive next week and mobilize on or about March 7, 2012, adding that he is impressed with the project managers.

Responding to Commissioner Jacobsen's inquiry, he stated that the beacon will not be moved and will be operational on the current tower.

**9E.** Facility Operations Manager Megerdichian announced that West Museum of Flight has completed Phase I and that he will be meeting with them next week to finalize plans for fencing.

**9F.** Facility Operations Manager Megerdichian stated that he and Business Manager Williams attended a workshop in Long Beach on October 25, 2011 regarding the Class C airspace proposal being considered. He noted that the public comment period ends December 12, 2011.

**9G.** Richard Root, Via Buena Ventura, reminded staff that last month he mentioned that Airport Operation Totals on the FAA website are consistently higher than what the City reports.

Facility Operations Manager Megerdichian stated that he spoke with the Tower Manager and learned that over flights in the airspace are included on the FAA website but not in the information given to the City.

**9H.** Richard Root stated that Noise Abatement received 10 complaints in October 2011 regarding improper early left-turns, four of which were approved.

Facility Operations Manager Megerdichian stated that he has spoken to Noise Abatement staff about his concerns and will be bringing forward information in the future.

**9I.** Richard Root stated that Santa Monica Airport's Noise Abatement report is outstanding and includes much more information than what is provided in Torrance. He suggested placing an item on a future agenda to discuss incorporating some of this information on the City's Noise Abatement reports.

## **10. ADJOURNMENT**

**MOTION:** At 8:05 p.m., Commissioner Jacobsen moved to adjourn the meeting to Thursday, January 12, 2012 in the West Annex meeting room at 7:00 p.m. Commissioner Hsiao seconded the motion and, hearing no objection, Chairperson Donnellan so ordered.

Approved as Submitted January 12, 2012 s/ Sue Herbers, City Clerk
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